



## County of San Diego

### DEPARTMENT OF PLANNING AND LAND USE

5201 RUFFIN ROAD, SUITE B, SAN DIEGO, CALIFORNIA 92123-1666  
INFORMATION (858) 694-2960  
TOLL FREE (800) 411-0017

Revised: March 13, 2008

#### Interested Parties:

SUPPLEMENTAL REQUEST FOR STATEMENT OF QUALIFICATIONS FOR PLACEMENT ON THE COUNTY'S CEQA CONSULTANTS LIST FOR PRIVATELY-INITIATED PROJECTS FOR THE FOLLOWING SUBJECT AREAS: AGRICULTURAL RESOURCES, AIR QUALITY, FIRE PROTECTION PLANNING, GROUNDWATER RESOURCES AND NOISE.

#### I. GENERAL

The County of San Diego Department of Planning and Land Use (DPLU) invites qualified individuals to submit a Statement of Qualifications (SOQ) to be placed on the County of San Diego California Environmental Quality Act (CEQA) Consultants List for Privately Initiated Projects for the following subject area(s): **Agricultural Resources, Air Quality, Fire Protection Planning, Groundwater Resources and Noise**. This Request for Qualifications (RFQ) is intended to supplement the existing CEQA Consultants Lists for the aforementioned subject areas. Individual consultants currently on the County CEQA Consultant Lists are not required to resubmit a SOQ pursuant to this RFQ.

In accordance with the County's CEQA Guidelines, all technical studies and environmental impact reports for privately initiated County projects must be prepared by a Consultant on the County CEQA Consultant List. The CEQA Consultant List consists of qualified individuals (not firms), selected by DPLU, in coordination with the Department of Public Works (DPW). Once a list has been established for a specific CEQA subject area, project Applicants must select and directly contract with a Consultant from the CEQA Consultant List. When an Applicant selects Consultants from the CEQA Consultant List to prepare such documents, a Memorandum of Understanding (MOU) between the Applicant, the Consultant(s) and the County of San Diego must be executed. A copy of the draft "Memorandum of Understanding" is attached and labeled "Exhibit A".

The County of San Diego intends to select multiple Consultants for the list, which will supplement the existing lists. The number of individual Consultants required for each subject area will be determined during the Qualification-Based Selection process based on several factors including historical data available on the number of studies that were requested over a time period, the workload capacity of Consultants, qualifications of the applicant pool and projected need. Selection of Consultants for the subject area(s) covered by this request is anticipated to occur on or before **May 26, 2008**.

## **II. SELECTION PROCESS**

A Qualification Based Selection will be used and will consist of a two-phased process. In the first phase, a Qualification Committee will review the SOQs submitted, evaluate qualifications, score and rank the Consultants based on all the submitted documents. The County reserves the right to invite Consultants to an interview with the Selection Committee, if necessary. This additional step in the selection process may also include an additional questionnaire or other requirements deemed necessary by the Selection Committee.

The Selection Committee will review the scores and rankings from the Qualifications Committee, and will make recommendations on the final cut-off score for consultants to be placed on the CEQA Consultants List for each applicable subject area. The Director of DPLU, in coordination with the Director of DPW, will make the final decision regarding placement on the CEQA Consultant List, based on the Selection Committee's recommendation. All Consultants submitting SOQs will be informed of the final selection results.

## **III. CONTINUING EDUCATION REQUIREMENTS**

Consultants selected for placement on the list will be required to attend and participate in County trainings for their applicable subject area. Also, Consultants are required to demonstrate completion of following external continuing education in their applicable subject area:

- Annual attendance of at least one class, seminar, workshop, or symposium (to the satisfaction of the Director of DPLU) that covers recent legislation, interpretations of CEQA statute and State CEQA Guidelines, or topics within the applicable subject area.

## **IV. MINIMUM QUALIFICATIONS**

### **Agricultural Resources**

To be considered for the CEQA Consultants List for Agricultural Resources, a Consultant must have the following experience at a minimum:

- A bachelor's degree in the field of agriculture, regional or environmental planning, environmental science, or a related field; and

- Experience preparing as primary author and/or as principal reviewer for a public agency for a minimum of three (3) Agricultural Studies that evaluate impacts to agriculture under the provisions of CEQA; and
- Knowledge of and ability to evaluate compliance with relevant County, State, and Federal regulation, policies and procedures. This shall include, but not be limited to the County's General Plan, Zoning Ordinance, established Agricultural Preserves, County's CEQA Guidelines, California Environmental Quality Act, California Department of Conservation's Farmland Mapping and Monitoring Program, and California Williamson Act; and
- Knowledge of and ability to evaluate and analyze local agricultural resources, systems, and operations; soil science concepts; demand and supply of agricultural water resources; and climate resources, as they relate to crop production; and
- Knowledge of and ability to evaluate and analyze impacts on agricultural resources from discretionary land use projects and comply with the County's processing guidance for discretionary permits.

#### **Air Quality**

To be considered for the CEQA Consultants List for Air Quality, a Consultant must have the following experience:

- A bachelor's degree in environmental science, chemistry, engineering, meteorology, or a related field (the degree requirement may be substituted with 10 years of professional air quality work experience); and
- At least four years of experience writing and directing the preparation of air quality technical reports in compliance with CEQA. [Internships and/or volunteer work will count as a 50% employment rate]; and
- Knowledge of and experience in estimating and quantifying area source emissions associated with land use projects; and
- Knowledge of regional and local air quality emission trends, basin attainment status and regulation.

#### **Fire Protection Planning**

To be considered for the CEQA Consultants List for Fire Protection Plan, the Consultant must have experience in one or more of the following areas:

- Minimum 3 years of full-time experience fire fighting for an organized fire protection agency or equivalent; or
- Four years of experience writing and directing the preparation of biological studies in compliance with CEQA. Experience must also include post-fire type-conversion, experience analyzing growth/decline cycles and similar factors which could affect native vegetation, and have described long-term effects of biological open spaces and riparian areas on fuel beds; or

- Experience as primary author and/or as principal reviewer for a public agency for a minimum of three (3) Fire Protection Plans that evaluate a worst-case scenario Southern California wildfire event based on site terrain, fuel loads, atmospheric conditions, and maximum heat production.

### **Groundwater**

To be considered for the CEQA Consultants List for Groundwater, a Consultant must have the following experience:

- A license as a Professional Geologist (P.G.) in the State of California. Additionally, licensure as a Certified Hydrogeologist (C.H.G.) in the State of California is preferred, but not required; and
- At least four years experience in responsible charge of hydrogeologic work including performing and evaluating well tests, and evaluating groundwater resources including estimating groundwater recharge, storage, and water demand; and
- Experience in performing groundwater quantity investigation work in fractured rock, alluvial, and/or desert basin aquifers; and
- Experience in writing and directing the preparation of groundwater investigation reports in compliance with CEQA; and
- Knowledge of and experience with the San Diego County Groundwater Ordinance No. 9644 is highly desirable.

### **Noise**

To be considered for the CEQA Consultants List for Noise, a Consultant must have the following experience:

- A bachelor's degree in physics, mechanical engineering, civil engineering, electrical engineering or a related field;
- Four years of acoustical engineering experience writing and directing the preparation of noise technical reports in compliance with CEQA. [One year of experience may be substituted, if the Consultant has passed the Institute of Noise Engineering (INCE) professional examination and/or is a member in good standing with the Acoustical Society of America (ASA)]; and,
- The Consultant shall also have knowledge of, and be able to evaluate compliance with relevant County, State, and Federal regulation, policies and procedures including but not limited to the County's General Plan Noise Element and the County's Noise Ordinance.

### **V. EVALUATION CRITERIA**

The following criteria listed below, and in more detail in the "CEQA Consultants List – Evaluation for Qualifications-Based Selection Form" labeled "Exhibit C," will be used to

rank qualified Consultants. Relative weights of evaluation criteria are shown on "Exhibit C":

1. Professional qualifications necessary for satisfactory performance of the required service;
2. Past performance on projects of similar scope and nature in terms of coordination with lead agencies, quality of work and compliance with performance schedules and standards;
3. Sample of Work;
4. Supplemental Questionnaire Response(s);
5. Specialized experience and technical competence in the type of work required; and,

Please note that in the evaluation process, failure to meet the requirements of any particular non-technical scoring criterion will generally not disqualify a Consultant's submittal. The County does, however, reserve the right to determine that a Consultant is not qualified for the list if its response to any single technical evaluation criterion, including past performance on contracts, is determined to be inadequate. The County reserves the right to verify all statements claimed in the SOQ submittal.

#### VI. SUBMITTAL REQUIREMENTS

Each Consultant's submittal shall include:

- Applicants submitting packages must pay the \$390 CEQA Consultant Application Fee (payment must be by certified check or a cashiers check payable to the "County of San Diego").
- The Consultant's name and the subject area for which the Consultant is applying for must be clearly labeled on the outside of the envelope, box, or container submitted.
- One (1) reproducible original and five (5) copies of the SOQ Questionnaire, which shall each be stapled. Covers and binding will not be accepted.
- One (1) hard copy example document prepared by the Consultant within the last five years that corresponds with Project #1 under Section 5 of the SOQ Questionnaire. The Consultant must have been the primary author of the majority of document. **The following signature label must be affixed to the upper right hand corner of the document:**

**Use this label for the samples of work:**

"SOQ EXAMPLE DOCUMENT"	
Subject Area:_____	
I hereby certify that I am the primary author/preparer of this document.	
Type Name:_____	
Signature:_____	Date:_____

- **Two (2) Consultant Past Performance Review Forms** (Exhibit D) submitted directly to the County by the Reviewer. Reviewers must correspond to the Lead Agency and Client/Applicant contacts listed for Project #1 or #2 from Section 5 of the SOQ Questionnaire, unless they are the same in which case another contact may be selected from those listed in Section 5. **A written justification of scores from the reviewer must be provided on the bottom of Exhibit D or on a separate sheet.**
- Responses to the Agricultural Resources Supplemental Questionnaire, Exhibit E (***Agricultural Resources only***)
- Responses to the Air Quality Supplemental Questionnaire, Exhibit F (***Air Quality only***)
- Responses to the Fire Protection Planning Supplemental Questionnaire, Exhibit G (***Fire Protection Planning only***)
- Responses to the Groundwater Resources Supplemental Questionnaire, Exhibit H (***Groundwater Resources only***)
- Responses to the Noise Supplemental Questionnaire, Exhibit I (***Noise only***)

SOQ Questionnaires, Review Forms, and example documents will not be returned. No additional information other than the items listed above may be submitted. **STATEMENTS OF QUALIFICATIONS THAT DO NOT INCLUDE THE ITEMS LISTED ABOVE OR LACK COMPLETE QUESTIONNAIRE SECTIONS WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED.**

March 6, 2008

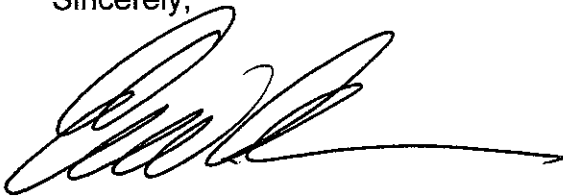
To be considered, all required items for the submittal must be received **by 4:00 p.m., April 4, 2008**, at:

County of San Diego  
Department of Planning and Land Use  
5201 Ruffin Road, Suite B  
San Diego, CA 92123  
Attn: Mario Covic (re: SOQ – CEQA Consultants List)

Submittals received after the deadline, for whatever reason, will not be considered. Please address your submittal, and direct any inquiries about this process to Mario Covic of the Department of Planning and Land Use at (858) 694-3055 or via email at [Mario.Covic@sdcounty.ca.gov](mailto:Mario.Covic@sdcounty.ca.gov).

This solicitation is not a binding commitment by the County.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Gibson', with a long horizontal flourish extending to the right.

ERIC GIBSON, Interim Director  
Department of Planning and Land Use

Attachments: Sample Memorandum of Understanding, "Exhibit A"  
Statement of Qualifications Questionnaire, "Exhibit B"  
Evaluation Form, "Exhibit C"  
Consultant Past Performance Review Form, "Exhibit D"  
Supplemental Questionnaire Form - Agricultural Resources, "Exhibit E"  
Supplemental Questionnaire Form – Air Quality, "Exhibit F"  
Supplemental Questionnaire Form – Fire Protection Planning, "Exhibit G"  
Supplemental Questionnaire Form - Historical Resources, "Exhibit H"  
Supplemental Questionnaire Form - Transportation & Traffic, "Exhibit I"